

Program Requirements Document Subcontractors	MOTOR VEHICLE SAFETY	Identifier: PRD-2019 Revision: 1 Page: 1 of 5
Document Control Center: (208) 526-1202	Document Owner/Approver: Safety and Health Director	Effective Date: 01/30/98

Manual: Subcontractors Requirements

CATEGORY 3

DAR Number: 11991

1. PURPOSE

This document provides requirements for the safe operation of motor vehicles, in order to minimize hazards to employees and property. This document highlights requirements referenced in the "Source Requirements" section, as well as LMITCO requirements. Any applicable regulatory or LMITCO requirements must be followed, with the most stringent requirement being met.

2. APPLICABILITY

This document applies to all subcontractors who operate government-owned or government-leased vehicles, or who use privately-owned or -leased vehicles during the performance of INEEL work, as specified in their contract with LMITCO. Stricter requirements may be imposed by subcontractors upon their employees or subtier contractors. The requirements of this document must be followed by subcontractors; however, the means of implementation may vary as determined by the subcontractor.

3. REQUIREMENTS

3.1 Administrative Activities

- 3.1.1 Government vehicles, including rental vehicles, and private vehicles on official INEEL business shall be operated in compliance with all applicable laws.
- 3.1.2 All vehicles used for construction purposes shall be clearly marked with the Subcontractor's company name in letters at least one inch high on each side of the vehicle.

NOTE: *Makeshift signs made of cardboard or similar non-permanent material, or markings using non-permanent lettering such as marking pen, will not be acceptable.*

3.2 Motor Vehicle Operation

- 3.2.1 Any employee whose state driver's license is suspended or revoked shall immediately notify supervision.
- 3.2.2 Employees shall not be permitted to operate motor vehicles when alertness is impaired by fatigue, illness, alcohol, or drugs, or otherwise unfit.

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- 3.2.3 Vehicles with unsafe conditions shall not be operated until the unsafe condition is repaired.
- 3.2.4 No motor vehicle shall be operated if there are more than three persons in the front seat.
- 3.2.5 No motor vehicle shall be operated if the driver's view is obstructed to the front or sides of the vehicle (obstruction includes instances when the windshield or windows are coated with ice, snow, sleet, or dust to the extent that the driver's view is obstructed).
- 3.2.6 In vehicles that are equipped with seat belts, the driver and passengers shall properly fasten their seat belts before the vehicle is operated.
- 3.2.7 Vehicles shall be loaded in accordance with the following requirements:
 - 3.2.7.1 Vehicles shall not be loaded in a manner that interferes with the operating controls of the vehicle.
 - 3.2.7.2 Loads shall be secured to prevent movement that could cause injury to personnel or damage to the vehicle or load.
- 3.2.8 Employees shall not be permitted to mount or dismount a vehicle while it is in motion.
- 3.2.9 Employees shall not be permitted to ride in the bed of a truck.
- 3.2.10 The operation of slow-moving vehicles shall be limited as follows:
 - A. Acceptable hours of operation shall be from 30 minutes before sunrise until 30 minutes after sunset.
 - B. The acceptable maximum speed shall be 25 miles per hour or less.
 - C. Slow-moving vehicles shall not be operated in a manner that will obstruct the free movement of traffic on the highways.
- 3.2.11 Slow-moving vehicles shall be equipped with the following:
 - A. a foot brake
 - B. a mechanical signaling device as required for similarly constructed vehicles
 - C. an emblem affixed to the rear of the vehicle identifying it as a slow-moving vehicle and complying with 29 CFR 1910.145(d)(10) specifications.

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3.2.12 All subcontractor vehicles that will be traveling off paved roads during dry conditions shall be equipped with a fire extinguisher and a shovel.

3.2.13 Drivers traveling off paved roads during dry conditions shall make all attempts to park the vehicle in areas that are clear of weeds or other combustible materials.

3.2.14 The following steps shall be completed before leaving unattended motor vehicles:

A. For commercial motor vehicles (covered by the Federal Motor Carrier Safety Regulations), the parking brake shall be securely set and all reasonable precautions shall be taken to prevent the movement of the vehicle per 49 CFR 392.20.

B. For all other motor vehicles,

- the engine shall be stopped **unless vehicle is being used for an emergency power source, i.e., providing temporary power, lighting, or heat to a work area**

NOTE: *If left running for emergency purposes the parking brake must be set.*

- the transmission shall be placed in Park, or standard transmissions shall be placed in gear
- when parked on a grade, the wheels shall be turned to the curb or side of the roadway

3.3 Professional Vehicle Operator Requirements

3.3.1 For those employees identified by management as professional drivers requiring a commercial driver's license (CDL) in accordance with DOT requirements, physical examinations and medical evaluations shall be completed as required by Department of Transportation (DOT) on DOT driver medical certification.

3.3.2 Operators shall inspect equipment prior to use; remove defective or unsafe equipment from service and immediately report it to management.

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3.4 Motor Vehicle Accidents

3.4.1 In the event of a vehicle accident **while on the INEEL the subcontractor shall:**

3.4.1.1 The vehicle shall not be moved, and the driver shall not leave the scene until authorized to do so by investigating officials. The only exceptions to this requirement are when it is necessary to transport an injured person to a treatment facility, and when the vehicle position constitutes a traffic hazard.

3.4.1.2 The INEEL Warning Communications Center (6-1515) shall be notified of the accident.

3.4.1.3 The driver shall notify his or her immediate supervisor or manager and the LMITCO *Point of Contact* (POC; see def.) of the accident.

3.4.2 Operators shall discuss the facts of the accident only with the investigating law enforcement officials, LMITCO or DOE investigators, or their company's insurance carrier adjustor.

3.4.3 Contractors shall assist LMITCO in conducting a review of the accident.

4. DEFINITIONS

See the Glossary (LST-27) for definitions of the following terms:

LMITCO Point of Contact

5. REFERENCES

5.1 Source Documents

29 CFR 1910.145, Specifications of Accident Prevention Signs and Tags

49 CFR Parts 383, 391-393, 395-397, and 399, Federal Motor Carrier Safety Regulations

DOE-76-45/7A, DOE Guide to Classification of Recordable Accidents

DOE Order 3791.2A, Federal Motor Vehicle Safety Program

DOE Order 5000.3A, Occurrence Reporting and Processing of Operations Information

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National Safety Council's Safe Driver Program, Administrative Guidelines
Handbook

State of Idaho Code, Title 49, Motor Vehicles

5.2 Related Requirements

The following documents may also contain requirements that apply to this activity:

PRD-2020, Heavy Industrial Vehicles

PRD-2021, Powered Industrial Trucks

6. APPENDICES

None